

Park and Recreation Commission
Town of Needham, Massachusetts

INCIDENT FORM

Please use this form to provide important information related to an incident on an athletic field or at a park to help the Town best maintain and administer the parks. Examples: parking problems, field lighting problems, field problems, scheduling problems, vandalism, trash, weather and medical concerns.

Type of Incident: _____

Location of Incident: _____

Date of Incident: _____ **Time of Incident:** _____

Name/Phone of Witness(es): _____

Description of Incident:

Action Taken: _____

If child involved, were parent(s) notified? *Indicate who was notified, when, and any action steps.*

Form Completed by: _____ **Phone:** (____) _____ **Date:** _____

Form Reviewed by: **Director of Park and Recreation** _____

Additional questions should be referred to Patricia M. Carey, Director of Park and Recreation.

This accident form must be submitted within 24 hours, or on first day of business following accident.

Form updated August 2008